

From: Susan Mazurski April 18, 2011 1:52:01 PM  
Subject: Housing Authority Minutes 03/10/2011 APPROVED  
To: SimsburyCT\_HousingMin  
Cc:

MINUTES OF THE MEETING OF  
THE HOUSING AUTHORITY OF THE TOWN OF SIMSBURY  
MARCH 10, 2011

The monthly meeting of the Housing Authority of the Town of Simsbury was held at the Virginia Connolly Residence at 1600 Hopmeadow St., Simsbury, CT on March 10, 2011. The meeting was called to order by the Chairman, Patty Howland, at 7:10 p.m. In attendance were Commissioners Oliver Dickins, Woody Eddins, Ron Zappile and Kay Coffey. Also in attendance were Joe Loewy, Executive Director, Christine Winters, Housing Administrator and potential commissioner candidate, Tim Pusch. The Pledge of Allegiance was recited. There was no one in attendance during the Public Audience.

BILLS AND COMMUNICATIONS

Checks were submitted by the Executive Director for signatures. Joe read communications from Carolyn Keily acknowledging the resignation of Patty Howland and a letter from DECD officially closing out the CDBG grant. Minutes of the February meeting were reviewed and a motion to accept was made by Patty and seconded by Oliver. Motion carried. Lisa Heavner, our Board of Selectmen Liaison, was unable to attend the meeting, but Joe reported for her regarding the Senior/Schools Outreach Program, status of the proposed Town Budget and the results of the Special Election conducted on 3/1.

MONTHLY MANAGEMENT REPORT

Joe reported on the Monthly Income and Management Report. He reviewed the financial picture of both properties, stating that we were within budget in all categories. The percentage of residents at Virginia Connolly presently receiving assistant living services is 73%. All units are filled at Virginia Connolly with a waiting list of 10. Owen Murphy has two vacancies with a waiting list of 21 for efficiency apartments and one for a one-bedroom apartment. Christine reported on updates in Marketing. She showed an ad that was

placed in the Simsbury Life /Mature Section paper. Ron suggested that the logo be printed in a color rather than black. She also pointed out an ad on the Simsbury Patch website. Joe is going to be the speaker at an upcoming Rotary Club meeting describing the workings of the properties. Christine stated that she plans to visit McLean's and Meadow Brook Convalescent Homes in the near future. She also stated the possibility of a page on Facebook.

The calendars for both properties and Minutes of the Resident Meetings were reviewed and discussed. The many activities taking place were noted.

#### OLD BUSINESS

A discussion of the proposed revision of the By Laws took place. Oliver noted that the suggested corrections were made. A motion to accept the Resolution of the revised By Laws dated March 10, 2011 was made by Oliver and was seconded by Woody. All were in favor and the Resolution was passed.

In reviewing the Action Items, Joe stated that he would have a draft of the Emergency Procedure Manual for the April meeting.

The Periodic Task Schedule will be completed by April and the Capital Needs Analysis will be completed by June. An RFP for the Capital Need Analysis is being sent jointly by the Executive Directors of the Enfield and Simsbury Housing Authorities.

The compilation of Board Resolutions is still a work-in-progress and is expected to be completed in May.

Patty distributed notes taken at the first Strategic Planning Workshop held on March 8 and asked the members of the Board to go over them before the next session on March 22.

Patty also requested that the Board review the Policies and Procedures section of the Manual before the next session and to prioritize the items as to their importance.

The Food Service Survey was conducted at Virginia Connolly and Christine will present a breakdown of the responses at the April meeting.

A survey of the housekeeping services has been postponed for the time being.

#### NEW BUSINESS

Patty went over Chapter 10 of the Commissioners' Handbook concerning the risks of the job. Items discussed were legal actions, conflict of interest, personal liability, insurance coverage, etc.

It was suggested that in compliance with the suggestion of the Handbook, we look at our insurance coverage and Board and Staff liability issues during our April meeting.

There being no further business to discuss, a motion to adjourn the meeting was made by Kay and seconded by Woody. Motion carried. Patty adjourned the meeting at 8:50 p.m.

